

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION **DSS0886740**

Date Posted: **07/02/12**

POSITION 925119

Closing Date: **07/16/12**

CLASS CC 3761

POSITION TIT **Case Management Specialist**

DEPARTMENT NAM DSS-Long Term Care Services

DEPARTMENT 88 WORKSITE LOCATION: Chinle, AZ

WORKS DAYS/HOU POSITION TYPE: GRADE: R64A

Days: Monday-Friday

Permanent: ☒

SALARY:

Hours: 8am-5pm

Temporary: ☐

Duration: \$ 38,084.80 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Develops and implements Case Management Service Plans (CMSP) based on service needs identified during on-site contact assessment. Specifies member services for specific periods, number of service units approved to a service provider, input same data to initiate immediate prior approval letters. Modifies CMSP through consistent and timely monitoring; reviews and authorizes all continuing services coordinated through various providers. Monitors all service activities on a quarterly basis for Home Community Based Services (HCBS), bi-annual for group home and skilled care residential settings. Establishes and maintains safely and confidentially all member case files. Ensures all required information obtained are properly documented and filed, including member's profile, non-ALTCS insurance coverage, referral system, income status, and medical information.

Provides regular and other required statistical reports on a monthly basis; input all CMSP updates in the AHCCCS data entry system; services as a liaison with service providers and members. Educate members/families about the Navajo Nation ALTCS program services to gain active informed participation. Continues to participate in professional training programs to increase knowledge of elderly and/or physically disabled, participates in trainings related to nursing, physical therapy, behavioral health, cultural/traditional philosophies, medical terminology; observe and abides by policies and procedures governing confidentiality; attend conferences, seminars, and workshop; conducts case staffing and performs related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A bachelor's degree in Social Work or Health related field; and **(to receive full credit for education/training applicant must submit copies of transcripts, degrees, and current certificates)**

Experience:

Two (2) years of related experience in case management; or an equivalent combinations of education, training and experience which provides the capabilities to performing the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Culture, traditional and philosophies; knowledge of the principle and techniques of case management; skills in facilitating group meetings; basic knowledge in computer literacy, communicate effectively in Navajo and English languages, ability to maintain accurate documentation of client services; ability to maintain confidentiality.

License/Certification Requirements:

Must possess a Valid State Drivers' License and obtain a Navajo Nation Driver's Permit within 90 days of employment. Fingerprinting and Background clearances, CPF/First Aid, and Food Handler's permit.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99